

**FRINGE BENEFITS FOR
NEBRASKA WESLEYAN FACULTY MEMBERS**

TABLE OF CONTENTS

ARTICLE I — GENERAL PROVISIONS	1
ARTICLE II — FLEXIBLE BENEFITS PLAN.....	1
ARTICLE III — DEPENDENT CARE	2
ARTICLE IV — HEALTH INSURANCE	2
ARTICLE V — LIFE INSURANCE	2
ARTICLE VI — DISABILITY.....	2
A. Stage 1 — Initial Six Months.....	2
B. Stage 2 — Long-Term Disability.....	3
ARTICLE VII — PROFESSIONAL DEVELOPMENT	4
A. Individual Professional Development Funds	4
B. Institutional Professional Development Funds	4
ARTICLE VIII — SABBATICAL LEAVE	5
ARTICLE IX — LEAVE WITHOUT COMPENSATION	5
ARTICLE X — PARENTAL LEAVE AND FAMILY MEDICAL LEAVE	5
A. Paid Parental Leave.....	5
B. Family Medical Leave Act of 1993 as Amended.....	6
ARTICLE XI — ADMISSION TO UNIVERSITY FUNCTIONS.....	6
ARTICLE XII — EDUCATIONAL OPPORTUNITIES FOR FACULTY FAMILIES	6
A. Tuition Remission	6
B. Tuition Exchange	8
ARTICLE XIII— RETIREMENT BENEFITS.....	9
A. The Nebraska Wesleyan University TIAA-CREF Retirement Plan	10
B. Eligibility for Participation	10
C. Length of Service Requirement for Eligibility.....	10
D. Contributions.....	10
E. Contributions During Leave of Absence.....	11
F. When Plan Contributions Become Vested.....	11
G. Years of Service	11
H. Beginning of Retirement Income	11
I. Available Options for Receiving Retirement Income	12
J. Cash Withdrawals from the Plan after Termination of Employment	12

K. Cash Withdrawals from the Plan While Still Employed.....	12
L. Rollover of Accumulations	12
M. Death Benefits.....	12
ARTICLE XIV — RETIREMENT	13
ARTICLE XV — SENIOR PROFESSOR.....	13
A. Procedures and Conditions.....	13
B. Fringe Benefits	14
ARTICLE XVI — LONG-TERM PART-TIME FACULTY IN THE COLLEGE OF LIBERAL ARTS AND SCIENCES.....	14
A. Professional Development Benefits	15
B. Educational Opportunities.....	15
C. WESPLAN.....	15

~~~~~

## APPENDICES

|                                                                         |    |
|-------------------------------------------------------------------------|----|
| <b>APPENDIX A</b>                                                       |    |
| Admission to University Functions .....                                 | 16 |
| <b>APPENDIX B</b>                                                       |    |
| Rights under the Family and Medical Leave Act of 1993.....              | 17 |
| <b>APPENDIX C</b>                                                       |    |
| Guidelines for Using Individual Professional Development Funds .....    | 18 |
| <b>APPENDIX D</b>                                                       |    |
| Guidelines for Using Institutional Professional Development Funds ..... | 19 |
| <b>APPENDIX E</b>                                                       |    |
| Guidelines for Sabbatical Leave.....                                    | 20 |

## **ARTICLE I — GENERAL PROVISIONS**

The Board of Governors reserves the right to amend in whole or in part any of the fringe benefits described herein and no faculty member will have any entitlement to fringe benefits in any subsequent year after the amendment.

All full-time faculty members will be eligible to receive the fringe benefits described herein, unless specific restrictions are indicated. "Full-time faculty" include all "regular faculty" and all "fixed-term faculty" (as defined in the *Faculty Handbook*, "Standards Relating to Appointment, Rank and Tenure," Article III, Section 1, Paragraphs A and B) and any other faculty receiving one-year-appointment contracts that specify the faculty member's category as "full-time faculty." In addition to those benefits stipulated in their contracts, part-time faculty members may be eligible for benefits outlined in Article XVI. Part-time faculty are those faculty who teach at least one semester credit hour in the College of Liberal Arts and Sciences' regular academic programs, Winter Terms, or Summer Sessions and in University College's Wesleyan Advantage Program and graduate programs and who receive a part-time faculty contract.

General policies of the Board of Governors about fringe benefits are set out herein. Current specific procedures that implement the policies of the Board of Governors may be obtained from the Human Resource Office. (See the appendices for selected portions of current procedures.) University benefit summary plan documents and University policies supercede any oral comments or promises made by any University employee. Direct all questions about employment benefits to the Human Resource Office, located in 202 Smith Curtis or call 465-2117.

Nebraska Wesleyan University makes no representation of the tax consequences of fringe benefits and, in the event any such benefit will be subject to taxation, it will be the responsibility of the recipient to pay such tax or to reimburse Nebraska Wesleyan if the University is required to make such payment. An employee's tax withholding is determined by the W-4 on file with the Human Resource Office. It is the responsibility of the employee to keep a current W-4 on file with the Human Resource Office.

The definitions of "regular faculty," "fixed-term faculty," "nonregular faculty," "tenure," and "academic year" will be those shown in Article III, Section 1, of "Standards Relating to Appointment, Rank and Tenure" in this *Faculty Handbook*. The term "child" will include any natural child, adopted child, or stepchild. "Stepchild" will mean the natural or adopted child of a spouse. The term "dependent" will be defined as a child or spouse declared as a dependent on the preceding year's federal and state income tax forms. For benefits requiring dependent status, the employee is required to document the dependent's status by filing the top portion of the prior year's tax return with the Human Resource Office.

## **ARTICLE II — FLEXIBLE BENEFITS PLAN**

Nebraska Wesleyan University provides for all full-time faculty members a flexible compensation plan, called WESPLAN, which is a "cafeteria plan" under Section 125 of the Internal Revenue Code of 1954, as amended. WESPLAN offers eligible employees the opportunity to take advantage of federal legislation to choose between taxable income or tax-free payment of certain expenses.

Each employee may elect to convert a portion of the employee's salary, up to limits specified in the WESPLAN Summary Plan document into additional Flex-Dollars by filing a salary reduction application agreement with the University (also referred to as the WESPLAN Election Form). The employee contribution to WESPLAN is called the Salary Conversion Flex-Dollars (also referred to as the Employee WESPLAN Election Amount).

Before the beginning of each flexible spending plan year, the Human Resource Office will send to each eligible faculty member a WESPLAN Election Form and enrollment information. The WESPLAN Election Form will include a listing of benefit options available for the next plan year and the limits allowable for each benefit option. The WESPLAN elections cannot be changed during the plan year to which they apply unless the employee experiences a “qualifying event” (see Human Resource Office for specific information).

The medical and dental insurance selection or coverage waiver is also designated on the WESPLAN Election Form each plan year. A WESPLAN Election Form must be completed, signed and returned to the Human Resource Office on or before the date specified by the Human Resources Office, even if the employee is not electing to tax shelter funds or is electing to waive medical insurance coverage with Nebraska Wesleyan University. If a form is not filed each plan year, medical insurance coverage cannot be tax sheltered or waived, nor can other WESPLAN elections be implemented.

### **ARTICLE III -- DEPENDENT CARE**

WESPLAN has provision for using Salary Conversion Flex-Dollars to pay for dependent care with independent contractors. This benefit is subject to provisions stated in the WESPLAN Summary Plan. It is the employee’s responsibility to determine if tax sheltering dependent care through the flexible spending plan or through his or her tax return is most advantageous.

### **ARTICLE IV -- HEALTH INSURANCE**

A health insurance plan, or plans, including at least hospitalization and surgical benefits, will be made available to all full-time faculty members subject to the health insurance provider’s policy limitations. (See the Human Resource Office for policy limitations.)

### **ARTICLE V -- LIFE INSURANCE**

All full-time members of the faculty are required to become members of the Group Life Insurance Program immediately upon their employment. The University will pay 100 percent of the premium of the base policy for the faculty member. If the percentage to be paid by the University is to be changed, the administration will consult with the Faculty Affairs Committee and the Board of Governors Committee on Academic Affairs.

Enrollment forms must be completed with the Human Resource Office.

### **ARTICLE VI -- DISABILITY**

#### **A. Stage 1: Initial Six Months Nebraska Wesleyan University Disability Compensation Plan**

All full-time faculty members become eligible for Nebraska Wesleyan University’s Disability Compensation Plan the first day of the month following the completion of one calendar year of service at the University. All questions about the University’s disability benefit should be directed to the Human Resource Office.

When a full-time faculty member is unable to perform in whole or in part his or her duties because of injury, physical or mental illness, or pregnancy, hereinafter called disability, the University will pay his or her regular salary, as apportioned on a twelve-month basis, not to exceed the following conditions and time limitations:

1. for continuous total disability, six months, the eligibility for payment of salary after one month's disability will be dependent upon compliance with such medical certification of disability as the administration may require.
2. for interrupted, recurring or sporadic disability, a total of six months within the immediately past twenty-four month period, or a total of twelve months in the immediately past ten years; provided, that the eligibility for payment of salary after one month's disability will be dependent upon compliance with such medical certification of disability as the administration may require.

During any period of disability, the disabled faculty member will be required to perform only duties, if any, which can be performed without endangering his or her health or interfering with his or her recuperation. During a period of disability, the duration of which is less than six continuous months, other fringe benefits provided at the exclusive or partial expense of the University will continue.

A full-time faculty member will be entitled and required to resume his or her duties after commencement of a disability whenever the faculty member and the administration agree that the disability has ended and the duration of the disability has not exceeded six successive calendar months (excluding the summer months for nine-month contracts) or nine calendar months (excluding the summer months for nine-month contracts) during the immediately past twenty-four calendar months. If the length of disability exceeds these time frames, the administration will not be required to permit a resumption of duties, and prima facie justification for non-reappointment or dismissal will be considered to exist. If the administration fails to reappoint or if the administration dismisses a regular faculty member because of the disability, the faculty member will have the right to follow the procedure of Article VII of "Standards Relating to Appointment, Rank and Tenure" to resolve the issues of the fact and duration of the disability.

Each instance of disability is treated individually according to prevailing circumstances. Under all disability leaves the University reserves the right to require medical certification of the disability by medical physicians of the University's choosing. Failure to follow University disability benefit policies and procedures could result in loss or reduction of the benefits provided under this plan.

## **B. Stage 2: Long-Term Disability**

### **1. Nebraska Wesleyan University Disability Coverage**

All full-time faculty members become eligible for disability coverage on the first day of the month following the completion of one calendar year of service at the University. (Note, however, that long-term benefits are not payable during the first six months of total disability.) All questions about the University's long-term disability benefit should be directed to the Human Resource Office.

When a period of disability has totaled six months, all fringe benefits will be discontinued, except educational opportunities for faculty families, health insurance according to provider's policy limitations for continuation of coverage (under federal COBRA statues), and life

insurance according to provider's policy limitations, unless a written agreement to continue other specific fringe benefits is made between the disabled person and the administration.

## **2. Group Total Disability Benefits**

- a. **Benefits Plan.** Benefits will commence on the first day of the calendar month next following six months of continuous Total Disability if otherwise eligible pursuant to this article and will be paid monthly thereafter. Terms of the Group Total Disability Benefit Plan are found in the Summary Plan Document. The Summary Plan Document is available from the Human Resource Office. Benefits will not be payable for the first six months of continuous Total Disability. To be entitled to benefits, a faculty member must be insured under the group policy at the commencement of the period of continuous Total Disability. Benefits will cease on the first day of the month in which the faculty member reaches the age specified in the Group Total Disability Policy. All benefits are subject to the provisions and limitations of this group policy.

The Plan provides a monthly income benefit which, including any income benefits payable from Social Security and Workman's Compensation, is equal to 60 percent of the faculty member's monthly wage base not to exceed a benefit of \$5,000 per month, less the sum of the benefits from other sources.

- b. **Eligibility.** On the first of the month following the completion of one calendar year of service, all full-time faculty are insured under the Nebraska Wesleyan University Group Total Disability Plan.
- c. The University reserves the right to change the long-term disability plan at any time.

## **ARTICLE VII -- PROFESSIONAL DEVELOPMENT**

### **A. Individual Professional Development Funds**

The administration will provide for an annual grant for Individual Professional Development for full-time faculty members at Nebraska Wesleyan University. (See Article XVI, Section A, regarding long-term part-time faculty eligibility for this benefit.) Reimbursements are subject to all Internal Revenue guidelines and cannot exceed the current balance in each faculty member's account. Receipt of development funds are made under the University's "Reimbursement and Purchasing Policy," which can be obtained from the Business Office located in 202 Smith Curtis or on the Business Office web page at [www.nebrwesleyan.edu](http://www.nebrwesleyan.edu).

See Appendix C for additional guidelines regarding the use of Individual Professional Development Funds.

### **B. Institutional Professional Development Funds**

The administration, through the Provost and the Faculty Development Committee, will each year distribute Institutional Professional Development Funds to faculty members on a competitive basis. Provision for these Institutional Professional Development funds are separate from the annual Individual Professional Development grant.

When the administration requests a faculty member to represent the University off campus, the University will pay the reasonable expenses of the faculty member under guidelines framed by the administration.

All reimbursements will be made in accordance with all Internal Revenue Service regulations. Receipt of development funds are made under the University's "Reimbursement and Purchasing Policy," which can be obtained from the Business Office located in 202 Smith Curtis or on the Business Office web page at [www.nebrwesleyan.edu](http://www.nebrwesleyan.edu).

See Appendix D for additional guidelines regarding the use of Institutional Professional Development Funds.

## **ARTICLE VIII — SABBATICAL LEAVE**

The administration will arrange a program of sabbatical leaves for regular faculty members under such limitations as the administration may determine. Conditions may arise that may require the administration to reject or suspend the sabbatical leave program in part or in whole.

Faculty members who have tenure and at least seven years of full-time service at Nebraska Wesleyan University are urged to arrange for sabbatical leaves on a regular basis. Faculty members who have completed ten years of service at Nebraska Wesleyan University without a sabbatical leave or a leave of absence without compensation will, except in extenuating circumstances, be required by the administration to take a sabbatical leave.

Sabbatical leaves are to be utilized in a manner that will contribute to the faculty member's effectiveness as a teacher, at such compensation, up to full salary, as may be determined by the administration. All other fringe benefits will remain in effect during the leave to the extent that they were in effect for that faculty member immediately before commencement of the leave.

See Appendix E for guidelines regarding sabbatical leaves.

## **ARTICLE IX — LEAVE WITHOUT COMPENSATION**

The administration may grant leaves without compensation under such limitations as it will determine. No fringe benefits will be provided during the period of leave, except as specifically agreed upon in writing by the administration and the faculty member prior to commencement of the leave. All special benefit arrangements are subject to the terms and limitations of the benefit plans.

Faculty members who have completed a minimum of three years of satisfactory service may apply for a one-year leave of absence without pay. The same procedures used for applications for sabbaticals, including written application to the Provost and approval of the Department Chair, will usually be followed.

## **ARTICLE X — PARENTAL LEAVE AND FAMILY MEDICAL LEAVE**

### **A. Paid Parental Leave**

Nebraska Wesleyan University recognizes the importance of paid parental leave. When a newborn or newly adopted child arrives, employees should not have to choose between taking the time needed to attend to such important events and the loss of income. Parental leave is an opportunity for parents to bond with their new child or children, to adjust to the changes in the family schedule such events produce, and to strengthen the family unit. The University recognizes that both parents need to be a

part of the first days of a child's life and extends this benefit to both male and female employees. Parental leave must be used solely to care for the new child. Notice of intent to utilize the Parental Leave Policy shall be given to the administration as early as reasonably possible.

After one year of service, full-time faculty will be eligible for (a) one semester of leave at half pay for birth or adoption, or (b) six-weeks leave at full pay for birth or adoption; or (c) reduction in workload equivalent to either (a) or (b) above (with approval of the Provost in consultation with the faculty member's department chair or program director) for birth or adoption. Pregnant employees may receive additional time with a doctor's certification of disability.

Benefits: (1) Health Insurance: for all leave options, NWU will pay its portion of the health insurance premium. In the case of a semester's leave at half pay, NWU's contribution to the health insurance premium will be paid in the form of salary to the faculty member, which then can be tax-sheltered through Wesplan and paid to the insurance company through COBRA. (2) Retirement: For all leave options, NWU will contribute the same percentage of salary (not necessarily the same dollar amount) as specified in the faculty member's contract. In the case of a semester's leave at half pay, NWU's TIAA-CREF contribution will be paid in the form of salary to the faculty member. The employee may then choose to use this additional salary to invest in his/her TIAA-CREF account. (3) All other benefits such as life insurance, disability insurance and entrance to University functions remain the same.

All paid leaves apply to the Family Medical Leave Act (FMLA) of 1993 as amended (12 weeks of unpaid leave). After paid leaves have been applied to the FMLA leave, any balance of the FMLA leave is available as unpaid leave.

## **B. Family Medical Leave Act of 1993 as Amended**

The Family Medical Leave Act of 1993 as amended requires that up to 12 weeks of unpaid, job-protected leave be provided to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for Nebraska Wesleyan University for at least one year and for 1,250 hours over the previous 12 months. Full-time faculty after one year of full-time service meet the eligibility requirements of the Family Medical Leave Act of 1993 as amended. Any paid parental leave and disability leave are part of the Family Medical Leave benefit. For additional information about the Family Medical Leave Act of 1993, see Appendix B. Questions about the Family Medical Leave Act should be directed to the Human Resource Office.

## **ARTICLE XI — ADMISSION TO UNIVERSITY FUNCTIONS**

The administration will provide for admission to all appropriate University functions without cost to the faculty member under such restrictions and guidelines as will be determined by the administration. See Appendix A.

## **ARTICLE XII — EDUCATIONAL OPPORTUNITIES FOR FACULTY FAMILIES**

### **A. Tuition Remission**

Regular and fixed-term faculty members who have completed one full academic year of full-time service become eligible for the tuition remission benefit.

Tuition remission will apply only to credit earned at Nebraska Wesleyan University and will include full tuition for regularly scheduled classes in undergraduate programs (including Wesleyan Honors Academy) and credit earned by examination. The tuition remission benefit does not apply to graduate courses and does not include fees.

The faculty member and any spouse or dependent child may receive remission tuition while enrolled as students at Nebraska Wesleyan University (See Sections 1, 2, and 3 below for delimitations.) A dependent child is defined as any natural child, adopted child, or stepchild declared as a dependent on the faculty member's prior year's federal and state income tax forms. (See the last paragraph in Article I.)

For students taking courses in the College of Liberal Arts and Sciences, the benefit will not include tuition assessed in addition to "full regular tuition" or Summer Session and Winter Term courses arranged to meet individual needs (such as tutorials, special projects and internships).

For students taking undergraduate courses in University College, the benefit will not include tuition assessed for any courses arranged to meet individual needs (such as tutorials, special projects and internships).

For students taking courses in either college, requests for tuition remission for off-site programs will be reviewed on a case-by-case basis.

Students receiving tuition remission will not receive any other scholarship, aid, or grant from the University. Tuition remission will not be granted to any student on disciplinary probation. Tuition remission is not automatic; it must be applied for each semester through the Director of Scholarships and Financial Aid.

The University reserves the right to change this benefit at any time.

**1. Regular or Retired Living Faculty Member and Spouse or Child of Such Faculty Member**

Any regular, fixed-term, or retired faculty member who has completed one full academic year of full-time service and any spouse or dependent child of such a living regular, fixed-term, or retired faculty member may receive remission of tuition while enrolled as students at Nebraska Wesleyan University.

Any such dependent child will be eligible only through the academic year in which he or she reaches his or her twenty-fourth birthday or until he or she has earned 135 hours of academic credit at Nebraska Wesleyan University, whichever is earlier.

The benefits for both child and spouse will cease at the time employment of the faculty member by Nebraska Wesleyan University ceases, except if such employment has been terminated by retirement.

**2. Spouse or Child of Faculty Member Who Is Deceased or Who Has Been Terminated by Reason of Change in Academic Direction**

Any eligible spouse or dependent child of any person who at any time was a regular or fixed-term faculty member for at least one academic year and who is deceased or has been terminated by reason of general or limited financial exigency or by reason of change in

academic direction, as defined in Article VI, Section 2, Paragraph B of “Standards Relating to Appointment, Rank and Tenure,” will receive remission of tuition at a rate of 10 percent for each year such person was a regular or fixed-term faculty member at the University.

Any such dependent child will be eligible only through the academic year in which he or she reaches his or her twenty-fourth birthday or until he or she has earned 135 hours of academic credit at Nebraska Wesleyan University, whichever is earlier.

For a spouse to be eligible for these benefits, the spouse must have been married to such regular or fixed-term faculty member at the time of the death or termination of such regular or fixed-term faculty member, and eligibility of the spouse will cease upon his or her remarriage or when he or she has earned 135 hours of academic credit at Nebraska Wesleyan University.

### **3. Disabled Faculty Member and Spouse or Child of a Disabled Faculty Member**

Any totally disabled person who at any time was a regular or fixed-term faculty member for one full academic year and whose continuous total disability began during employment as a regular or fixed-term faculty member of the University and any eligible spouse or dependent child of such disabled person will receive remission of tuition at a rate of 10 percent for each year such disabled regular or fixed-term faculty member was a regular or fixed-term faculty member at the University.

The dependent child of such disabled regular or fixed-term faculty member will remain eligible only during the time of the faculty member’s total disability, and the eligibility will cease at the conclusion of the academic year in which he or she reaches his or her twenty-fourth birthday or until he or she has earned 135 hours of academic credit at Nebraska Wesleyan University, whichever is earlier.

The spouse of such disabled regular or fixed-term faculty member will remain eligible only during the time of the faculty member’s total disability, and the eligibility will cease when the spouse has earned 135 hours of academic credit at Nebraska Wesleyan University.

## **B. Tuition Exchange**

Nebraska Wesleyan University participates in a tuition exchange program entitled The Tuition Exchange, Inc., primarily so that faculty and staff have an opportunity to enroll their dependents in participating colleges and universities with tuition waiver benefits. This program is a potential benefit, but is neither an entitlement nor a scholarship program. The program requires a balance between exports and imports (i.e., dependents attending other schools and dependents coming from other campuses); thus, there may be periods when Nebraska Wesleyan University is not in a position to approve an export request.

A Tuition Exchange Import Policy and Export Policy will assure employees receive maximum flexibility in choosing a college or university for their dependents. Such a policy maintains a balance between imports (enrolling students from other college and universities) and exports (Nebraska Wesleyan University dependents enrolled at other colleges and universities) through this program.

A Tuition Exchange Import Policy takes into consideration Nebraska Wesleyan University's desire for geographic diversity and the demand that import numbers place on the financial aid budget.

### **1. Tuition Exchange Import Policy**

- a. Selection Date: Selection of import candidates will be completed by February 15 of each year.
- b. Selection Criteria: Priority consideration will be given to candidates in the top 1/3 of their high school class with an ACT of 23 or SAT of 1000 or higher. Non-Nebraska applicants with equal academic qualifications will be selected over Nebraska applicants.
- c. Limitations on Tuition Exchange Enrollment: No more than two imports will be accepted for each export, recognizing that, for the most recent five-year period, an acceptable balance of approximately one import to one export must be maintained for Nebraska Wesleyan University to remain in good standing without restriction by The Tuition Exchange, Inc.

### **2. Tuition Exchange Export Policy**

- a. Selection Date: The application deadline (October 1) for export candidates will be strictly enforced.
- b. Selection Criteria: The system for prioritizing requests includes the following considerations:
  - (1) Full-time employees are given priority over part-time employees.
  - (2) The faculty or staff member's years of service to Nebraska Wesleyan University will be taken into account in determining eligibility priority:
    - (a) One eligibility point is given for each year of completed service at NWU.
    - (b) Employees with higher eligibility points are given priority over those with lower points.
    - (c) When employees are using the benefit, their point balances go to zero and they accrue no points while their students are in the program.
    - (d) Eligibility points begin accruing with one point per year following the use or decline of the benefit.
  - (3) In the event that two employees have the same eligibility points, the employee with greater seniority, according to date of hire, is given priority.
  - (4) When there is a tie or unresolved issue, the president of the university will resolve the situation.

Employees who have dependents interested in this program should seek additional information about the exchange program from the Director of Scholarships and Financial Aid.

## **ARTICLE XIII — RETIREMENT BENEFITS**

Provision for retirement will be made through participation in Social Security and through the University's Teacher Insurance and Annuity Association (TIAA) and College Retirement Equities Fund (CREF) retirement plans. Contributions to Social Security by the University and by the individual will be made in conformity with federal regulations.

The material that follows outlines the basic TIAA-CREF retirement plan and additional tax-deferred retirement annuities. For more complete information, please see the Nebraska Wesleyan University TIAA-CREF Retirement Summary Plan. Revised Summary Plans are distributed to all participants by the Human Resource Office whenever changes occur, and additional copies are available from the Human Resource Office upon request.

#### **A. The Nebraska Wesleyan University TIAA-CREF Retirement Plan**

The Nebraska Wesleyan University (the "Institution") Retirement Plan (the "Plan") is a defined contribution plan that operates under Section 403(b) of the Internal Revenue Code (IRC). The Plan was established on October 1, 1967. The purpose of the Plan is to provide retirement benefits for participating employees. Benefits are provided through:

1. *Teachers Insurance and Annuity Association (TIAA)*. TIAA provides a traditional annuity and a variable annuity through its real estate account. More information about TIAA is available by writing to: TIAA, 730 Third Avenue, New York, NY 10017, or by calling 1-800-842-2733.
2. *College Retirement Equities Fund (CREF)*. CREF is TIAA's companion organization, providing variable annuities. More information about CREF is available by writing to: CREF, 730 Third Avenue, New York, NY 10017, or by calling 1-800-842-2733.

The Institution is the administrator of the Plan and is responsible for plan operation. The plan year begins on January 1 and ends on December 31.

#### **B. Eligibility for Participation**

All eligible employees of the Institution can participate in the Plan. Eligible employee means all employees who work more than 1,000 hours per year.

#### **C. Length of Service Requirement for Eligibility**

All eligible employees will begin participation in this Plan on the first of the month after completion of one (1) year of service at the Institution. Years of service with other educational organizations will be counted for satisfying this requirement.

Former employees who are reemployed by the Institution and who have satisfied the service requirement before employment was terminated will begin participation in the Plan immediately after reemployment if the employee is an eligible employee.

The Institution will notify the employee when requirements have been completed for participation in the Plan. All determinations about eligibility and participation will be made by the Institution. The Institution will base its determinations on its records and the official plan document on file with the plan administrator. Salary reduction forms and enrollment forms must be filled out in the Human Resource Office before participation in the Institution's retirement plan is completed.

#### **D. Contributions**

When the employee begins participation in the Plan, contributions will be made automatically to the funding vehicles chosen by the employee. The Institution's contributions are based on a percentage of base salary compensation. If participation in the Plan is for part of a year, the allocation will be based on the portion of compensation earned during the period of actual participation.

Plan contribution by the Institution is a percentage of base compensation determined by the board of governors.

For faculty, base compensation shall mean academic year salary only, defined as the basic academic year salary exclusive of salary for teaching Winter Term courses, Summer Session courses, overloads including Wesleyan Advantage overloads, department chair stipends, flex dollars and other nonregular salary compensation. Compensation taken into account under the Plan cannot exceed the limits of IRC Section 401(a)(17) and is subject to possible limitation by family aggregation rules. The limit under Section 401(a)(17) is \$150,000 adjusted by the IRS for increases in cost-of-living.

#### **E. Contributions During Leave of Absence**

During a paid leave of absence, Plan contributions will continue to be made based on compensation paid during the leave of absence. No contributions will be made during an unpaid leave of absence.

#### **F. When Plan Contributions Become Vested**

Employee is fully and immediately vested in the benefits arising from contributions made under this Plan. Such amounts are non-forfeitable.

#### **G. Years of Service**

The employee is credited with one year of service for each 12-month period (computation period) during which he/she completes 1,000 or more hours of service. Hours of service will be determined on the basis of actual hours paid or entitled to payment. For purposes of determining eligibility to participate, the computation period starts with the date of employment or anniversary of the employment date.

The following conversion factor will normally be used to convert part-time faculty credit hours of teaching into faculty hours of service for the purpose of calculating retirement benefits eligibility: When converting hours for faculty teaching laboratory classes in the natural sciences, contact hours rather than credit hours will normally be used.

Converted hours = Number of credit hours taught per course x number of weeks per term x 3.3  
Total the converted hours for each term included in the computation period (12-month period)

The 3.3 factor is a number that includes scheduled classroom time plus time spent with students before and after class plus office hours spent helping students with course related material plus average time spent in grading papers, preparing lectures, evaluating students, and setting up and preparing audiovisual and online materials for current courses. Part-time faculty cannot be hired with a teaching load that exceeds 1,000 hours. Exception to this policy is made only upon written approval of the Provost and the addition of appropriate funding dollars to the General Ledger Retirement Budget Account.

## **H. Beginning of Retirement Income**

Although income usually begins at normal retirement age, the employee may begin to receive annuity income at any time, which may be either earlier or later than the normal retirement age. Retirement benefits will normally begin no later than April 1 of the calendar year following the year in which the employee attains age 70 1/2. Failure to begin annuity income by the required beginning date may subject the Plan member to a substantial federal tax penalty.

## **I. Available Options for Receiving Retirement Income**

The employee may choose from among several income options upon retirement. If the employee is married, the right to choose an income option will be subject to the spouse's right (under federal pension law) to survivor benefits, unless this right is waived by the employee and his/her spouse. The income options are explained in the Summary Plan Document distributed to all eligible employees. A copy of the Summary Plan Document and other information about the University's retirement plan are available from the Human Resource Office.

## **J. Cash Withdrawal from the Plan After Termination of Employment**

Subject to the rights of a spouse to survivor benefits, the participant may receive all of the CREF and TIAA Real Estate Account accumulations as a cash withdrawal after termination of employment. TIAA Traditional Annuity accumulations may be received only through the Transfer Payout Annuity (TPA), in substantially equal annual payments over a period of 10 years after termination of employment. Payments made under the TPA are subject to the terms of that contract.

Participant can elect to receive a cash withdrawal of CREF and TIAA Real Estate Account accumulations through a series of systematic payments using TIAA-CREF's Systematic Withdrawal service. This service allows the specification of the amount and frequency of payments. Currently, the initial amount must be at least \$100 per account. Once payments begin, they will continue for the period specified by the participant. The amount and frequency of payments can be changed, as well as stopping and restarting payments as needs dictate. There is no charge for this service.

## **K. Cash Withdrawal from the Plan While Still Employed**

Participants cannot receive a cash withdrawal while employed.

## **L. Rollover of Accumulations**

If the participant is entitled to receive a distribution from his/her contract which is an eligible "rollover distribution," a portion or all of it may be rolled over either directly or within 60 days after receipt into another Section 403(b) retirement plan or into an IRA. An eligible rollover distribution, in general, is any cash distribution other than an annuity payment, a minimum distribution payment or a payment, which is part of a fixed-period payment over ten or more years. The distribution will be subject to a 20 percent federal withholding tax *unless* it is rolled over directly into another retirement plan or into an IRA--this process is called a "direct" rollover.

If the distribution is paid to the participant, then 20 percent of the distribution must be withheld even if the participant intends to roll over the money into another retirement plan or into an IRA within

60 days. To avoid withholding, participant should instruct the fund sponsor to roll over the money directly on behalf of the participant.

### **M. Death Benefits**

If the participant dies before beginning retirement benefits, the full current value of his/her annuity accumulation is payable as a death benefit. Participant may choose one or more of the options listed in the annuity contracts for payment of the death benefit, or the choice may be left to the beneficiary.

## **ARTICLE XIV — RETIREMENT**

Regular faculty members are granted retirement by action of the Board of Governors upon recommendation of the President. Regular faculty members are normally granted Emeritus Professor status by action of the Board of Governors at this time. Retirement normally occurs at the end of the academic year but may occur, with special approval, at the end of the calendar year.

Nebraska Wesleyan will make available the following perquisites for retired faculty members: free admission to all appropriate college functions, free use of the library, and use of office space as available.

Applications for Social Security benefits and for Medicare benefits must be completed directly with the Social Security office from 60 to 120 days before the expected benefits are to begin.

See the Human Resource Office regarding the effect of retirement on TIAA-CREF, health insurance coverage, and life insurance benefits. Significant regulations govern eligibility for these benefits.

## **ARTICLE XV — SENIOR PROFESSOR**

### **A. Procedures and Conditions**

Regular faculty members may apply for the rank of Senior Professor if they meet the following minimum requirements:

1. age 60 1/2 or older at the time the rank goes into effect;
2. tenured member of the faculty at the time of application;
3. at least ten years of full-time teaching service at Nebraska Wesleyan University.

Appointment to Senior Professor is based upon the following procedures and conditions:

1. To be considered for the rank of Senior Professor, the applicant must give written notice to the Provost by December 1 in the academic year preceding the year in which he or she wishes the change in rank to take effect, with a copy of this request to his or her department chair or departmental representative. (See Number 2 below.)
2. Three parties must be in agreement in order for the request to be approved: the applicant, the department chair, and the administration. (In the event that the applicant is the department chair, the remaining regular faculty members of the department shall select from among themselves a member to represent the department).

3. Normally the duties of the Senior Professor shall be for reduced classroom and non-classroom assignments, which are to be identified in the contract to be signed by all three parties identified above.
4. Normally the initial contract shall be for three years, with the possibility that the contract may be renewed on an annual basis, contingent upon the written agreement of all three parties identified above.
5. Compensation is proportional to the services provided, and is based on the applicant's salary for his or her final year of full-time service. (Example: if the contract calls for half-time services, then the compensation would be one-half of the faculty member's final year of full-time service prior to being appointed as Senior Professor.) The faculty member is eligible for any fall salary increases.
6. The faculty member forfeits tenure upon becoming a Senior Professor and is no longer eligible for sabbatical leave; however, personal leave of absence as specified in the *Faculty Handbook* remains an option.
7. A Senior Professor is expected to participate in faculty meetings, and is eligible to vote.
8. Conditions and fringe benefits of the appointment to Senior Professor are to be identified in the contract to be signed by all three parties identified above.

## **B. Fringe Benefits**

1. TIAA/CREF Retirement Equivalency. If the ERISA statutes apply to the individual, Nebraska Wesleyan University will contribute the percentage amount approved for the Plan by the Board of Governors directly to the Senior Professor's TIAA-CREF account. If the ERISA statutes do not apply to the individual, Nebraska Wesleyan will make available to the Senior Professor (in a separate stipend) the percentage amount approved for the Plan by the Board of Governors for each year of the Senior Professor's contract.
2. Life Insurance. The group life insurance, as provided by the University's employee life insurance plan, will continue at \$10,000 until the Senior Professorship contract ends and will continue at the level of \$10,000 until age 70. Premiums will be paid by the University.
3. Long-Term Disability Coverage. Nebraska Wesleyan University will continue, for the Senior Professor, its contribution to the Nebraska Wesleyan Employee Long-Term Disability insurance plan as provided in the University Employee Long Term-Disability insurance contract only if the work assignment is 75% of a full-time teaching load.
4. Medical/Dental Coverage. Nebraska Wesleyan University will create a voluntary continuation program of medical/dental coverage for the Senior Professor, at COBRA rates. At the conclusion of the voluntary continuation, COBRA continuation would apply. At age 65 eligibility for continuation of coverage ends. The Senior Professor may apply for any Medicare Supplement plan available. Loss of eligibility at any time will automatically activate the 18-month COBRA continuation.

5. Professional Development Funds. Senior Professors are eligible for Individual Professional Development Funds and are eligible to apply for the Institutional Professional Development Funds distributed by the Faculty Development Committee.

## **ARTICLE XVI — LONG-TERM PART-TIME FACULTY IN THE COLLEGE OF LIBERAL ARTS AND SCIENCES**

Nebraska Wesleyan University part-time faculty members who have taught at least one semester credit hour in the regular academic program in the College of Liberal Arts and Sciences (excludes Winter Term, **Wesleyan Advantage** or Summer Session classes) for a total of ten semesters or more will be designated long-term part-time faculty and will be eligible to receive the following fringe benefits:

### **A. Professional Development Benefits**

The administration will provide for a grant allocated on a per semester basis for Individual Professional Development for long-term part-time faculty at Nebraska Wesleyan University. Reimbursements are subject to all Internal Revenue guidelines and cannot exceed the current balance in each faculty member's account. Guidelines regarding the use of Individual Professional Development Funds are found in Appendix C.

### **B. Educational Opportunities**

Long-term part-time faculty members will participate in the program of tuition remission, subject to the provisions outlined in the introduction and Section A of Article XII. They will receive partial tuition remission equal to 7 1/2 percent multiplied by their workload in regular scheduled classes (excludes Winter Term, Wesleyan Advantage and Summer Session classes), averaged over the most recent ten semesters. Workload will consist of the sum of the following:

- (a) the number of semester credit hours taught in lecture, discussion, or seminar classes;
- (b) 2/5 of the number of semester contact hours in studio lesson, and independent study;
- (c) 3/5 of the number of semester contact hours in laboratories and performing groups; and
- (d) 1/3 of the number of student teachers supervised, rounded upward to a whole number.

### **C. WESPLAN**

Long-term part-time faculty will be eligible to participate in WESPLAN, subject to procedures developed by the Human Resource Office.

## APPENDIX A

### ADMISSION TO UNIVERSITY FUNCTIONS

The University will provide free admission for all employees to all appropriate Nebraska Wesleyan University functions under such restrictions and guidelines as will be determined by the University. To be admitted to these functions, an employee must present the non-transferable photo identification card. Members of the immediate family and one guest per family member may also be admitted without charge when accompanied by the employee.

#### Guest Card Policy

One photo guest identification card will be provided to each employee for one adult guest over age 18. A current spouse with a spouse identification card will be required to obtain a photo guest card; all typed identification cards will be discontinued. Guest cards are turned in along with the employee's photo identification card at time of termination of employment.

The guest card gives employee's designated guest the following access:

- Library
  1. Access to Library services is obtained by taking the guest card to the Library for application of the Library bar code on the back of the card.
  2. The employee is responsible for all fines incurred and not paid by their guest.
  3. Any unpaid guest fines at the time of termination of employment will be the responsibility of the employee.
- Theatre Production
  1. Free attendance at theatre productions provided to employees is provided to guest card holders.
  2. Guest card holders can bring a guest free to Theatre Productions
  3. Tickets are obtained by contacting the Box Office in the Elder Theater Center and following the Theatre Department procedures for obtaining free tickets.
- Music Performances
  1. Free attendance at Music Department Performances provided to employees is provided to guest cardholders.
  2. Guest cardholders can bring a guest free to Music Department Performances.
  3. Tickets are obtained by contacting the Music Department and following the Music Department procedures for obtaining free tickets.
- Weary Fitness Center
  1. Access to Weary Center is during open hours set by the Weary Center administration.
  2. Guest must follow all Weary Center policies.
  3. Weary Center personnel reserve the right to refuse access to the Weary Center.
- Athletic Games
  1. Guest cardholders receive free admittance to all athletic games by showing their guest card ID card.

Approved by the Administrative Council on May 11, 2004

## APPENDIX B

### RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT OF 1993

The Family Medical Leave Act of 1993 (FMLA) requires Nebraska Wesleyan University to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for Nebraska Wesleyan University for at least one year and for 1,250 hours over the previous 12 months.

Reasons for Taking Leave: Unpaid leave must be granted for any of the following reasons:

- to care for the employee’s child after birth, or placement for adoption or foster care; or
- to care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee’s job.

An employee’s accrued PAID leave is used as part of the 12 weeks’ unpaid Family Medical leave.

Advance Notice and Medical Certification: The employee is required to provide advance leave notice and medical certification. Taking of leave is denied if requirements are not met.

- The employee ordinarily must provide 30 days’ advance notice when the leave is “foreseeable”, such as the birth of a child or adoption.
- Medical certification is required to support a request for leave because of a serious health condition, and second or third opinions (at Wesleyan’s expense) may be required.
- A fitness for duty report is required to return to work.

Job Benefits and Protection:

- The employee can continue health insurance coverage only if he or she pays the amount the employee would normally pay of any single or family premium prior to taking the leave.
- Upon return from FMLA leave, an employee must be restored to the original or an equivalent position with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

Unlawful Acts by Employers: FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement:

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights. Contact

Wesleyan's Human Resource Office when a leave is anticipated and for information about procedures for taking FMLA leave.

## **APPENDIX C**

### **GUIDELINES FOR USING INDIVIDUAL PROFESSIONAL DEVELOPMENT FUNDS**

1. The account of each eligible faculty member is credited annually. The account of returning faculty is accumulated at the beginning of each fiscal year (June 1) to the maximum allowed. The initial account for a new faculty member is credited at the beginning of the academic year (by September 1).
2. The amount available for each faculty member's use and the maximum accumulation will be set annually by the administration as part of the budget process.
3. Funds from each individual's account may be used for travel costs to attend regional, national, or international professional meetings and for other professional expenditures (memberships, subscriptions, workshops, etc.) deemed appropriate by the faculty member in consultation with the Provost. Actual expenditures for travel, housing, meals, and conference registration fees are all eligible.
4. Requests for individual professional development funds should be submitted following the University's "Reimbursement and Purchasing Policy," which can be obtained from the Business Office, 202 Smith Curtis, or from the Business Office web page at [www.nebrwesleyan.edu](http://www.nebrwesleyan.edu).
5. Funds normally are not drawn in advance or in anticipation of future allotments. Reimbursement for actual expenditures are made within the limits of the balance already accumulated in each faculty member's account.

#### **Restrictions**

1. Reimbursement for travel may never exceed the cost of one round-trip economy or coach air fare per trip, if such is available.
2. Faculty members using their own automobiles are responsible for their own insurance and operating expenses. The reimbursement rate will be determined by the administration and will be announced each year. No more than one occupant of each car may claim reimbursement for mileage. Reimbursement is not allowed for private travel to and from one's residence to Nebraska Wesleyan University.
3. Actual expenditures for meals and motel or hotel accommodations are allowed when certified by receipt. (The University will not reimburse for alcoholic beverages.) Faculty members are urged to request faculty discounts, which are available at most motels and hotels.
4. Reasonable tips are permitted (15 percent) and each tip should be itemized when reporting expenses.
5. Charges for personal laundry, dry cleaning, and other personal items will not be allowed.
6. If economy to Nebraska Wesleyan University may result, these restrictions may be negotiated.

Expense sheets are available through the Business Office to assist faculty members in keeping accurate records of expenses when traveling.

## **APPENDIX D**

### **GUIDELINES FOR USING INSTITUTIONAL PROFESSIONAL DEVELOPMENT FUNDS**

Institutional professional development funds are divided into two parts: those distributed through the Faculty Development Committee and those distributed directly by the administration. The Provost oversees the disbursement of institutional professional development funds.

#### **Funds Distributed Through the Faculty Development Committee**

An allocated portion of the institutional professional development funds will be distributed by the Faculty Development Committee. The faculty will submit applications to the Faculty Development Committee for use of these funds, which are "above and beyond" the funds granted for individual professional development. The Faculty Development Committee will publish, at the beginning of each semester, the application procedures, eligibility criteria, proposal guidelines and proposal deadlines. The Faculty Development Committee will identify those faculty members who are to receive these special development funds.

#### **Funds Distributed by the Administration**

Full expenses of Department Chairs, or other designated representatives of applicable departments, will be paid from institutional professional development funds to attend national meetings, or other appropriate meetings, of accrediting organizations the year prior to an accreditation review, the year of an accreditation review, and to any other meeting of the accrediting group that requires the presence of an institutional representative. In the last instance, the President will determine when the institution must be represented and will also designate the representative.

Under certain circumstances, at the discretion of the Provost, travel expenses of faculty members representing the University may be paid with these funds. With the expressed approval of the Provost, full expenses of a Department Chair, or other appropriate department representative, may be paid to attend a national meeting for purposes of new faculty recruitment.

Procedures for reporting expenses associated with institutional professional development are normally the same as those for individual professional development. Requests for individual professional development funds should be submitted following the University's "Reimbursement and Purchasing Policy," which can be obtained from the Business Office, 202 Smith Curtis, or from the Business Office web page at [www.nebrwesleyan.edu](http://www.nebrwesleyan.edu). Any exceptions will be noted at the time the administration extends the request for a faculty member to represent the University.

## APPENDIX E

### GUIDELINES FOR SABBATICAL LEAVE

By action of the Board of Governors, faculty members in regular full-time employment who have faculty rank and tenure and who have completed seven years of satisfactory service at Nebraska Wesleyan are eligible to apply for a sabbatical under the following provisions:

1. A brief summary of intent must be sent to the Provost by November 1 two years preceding the desired sabbatical leave with a copy to the department chair.
2. Written application must be made to the Provost by November 1 of the year preceding the desired sabbatical leave. Written endorsement and approval by the Department Chair must be included with the application. A summary sheet, which describes all the information needed for a complete application, is available in the Academic Affairs Office.
3. Necessary arrangements must be made to accommodate the teaching responsibilities of the applicant. Long-range planning to have necessary course offerings taught by other faculty in the department will be expected. In exceptional cases, visiting faculty may be hired; however, adequate planning and scheduling with other faculty in the department will often make this unnecessary.
4. The Faculty Development Committee will review all sabbatical applications and will make recommendations to the Provost.
5. The usual compensation will be full pay for a one-semester sabbatical leave or two-thirds pay for a two-semester sabbatical leave. Compensation for a two-semester sabbatical leave spent abroad may be at full pay at the mutual agreement of the administration and the faculty member.
6. Any special arrangements affecting compensation (such as funding by an off-site agency or modification of fringe benefits) must be approved in writing by the Provost and reported to the Human Resource Office with adequate time for processing.
7. A sabbatical leave must be used for study, travel, or in some other manner that will contribute to the recipient's effectiveness as a teacher.
8. Any significant deviation from the approved program of sabbatical leave activities must be approved by the administration. The administration will consult with the Faculty Development Committee before granting approval of these changes. Significant changes made in the proposed sabbatical leave activities without administrative approval may lead to cancellation of the sabbatical leave.
9. A faculty member who has received a sabbatical leave is eligible to apply for another during the sixth year following his or her previous leave. (Faculty applying for sabbatical leave for the first time may apply during the seventh year of service for leave during the eighth year. Faculty applying for a second or third sabbatical leave may do so during the sixth year following his or her previous leave since the year of leave is counted as a year of service.)

The following illustrative table may help clarify how years of service could be counted for a new faculty member with a tenure-track contract beginning in August, 2005. This example assumes

there is no credit toward tenure or sabbatical leave on the initial contract and that the new hire takes advantage of the sabbatical leave benefit as soon as he or she becomes eligible.

|           |                                                                             |                                                      |
|-----------|-----------------------------------------------------------------------------|------------------------------------------------------|
| 2005-2006 | 1 <sup>st</sup> year of service                                             |                                                      |
| 2006-2007 | 2 <sup>nd</sup> year of service                                             |                                                      |
| 2007-2008 | 3 <sup>rd</sup> year of service                                             |                                                      |
| 2008-2009 | 4 <sup>th</sup> year of service                                             |                                                      |
| 2009-2010 | 5 <sup>th</sup> year of service                                             |                                                      |
| 2010-2011 | 6 <sup>th</sup> year of service                                             | (submit statement of intent to apply for sabbatical) |
| 2011-2012 | 7 <sup>th</sup> year of service                                             | (submit application for sabbatical leave)            |
| 2012-2013 | SABBATICAL LEAVE (counts as 1 <sup>st</sup> year of service for next leave) |                                                      |
| 2013-2014 | 2 <sup>nd</sup> year of service                                             |                                                      |
| 2014-2015 | 3 <sup>rd</sup> year of service                                             |                                                      |
| 2015-2016 | 4 <sup>th</sup> year of service                                             |                                                      |
| 2016-2017 | 5 <sup>th</sup> year of service                                             |                                                      |
| 2017-2018 | 6 <sup>th</sup> year of service                                             | (submit statement of intent to apply for sabbatical) |
| 2018-2019 | 7 <sup>th</sup> year of service                                             | (submit application for sabbatical leave)            |

10. If a faculty member is on an official sabbatical leave, Nebraska Wesleyan University will contribute a percentage of the faculty member's sabbatical salary to TIAA-CREF for the purchase of retirement annuities in the amount approved for the retirement plan by the Board of Governors. Nebraska Wesleyan University will continue to pay the full cost of the faculty member's disability insurance and of the faculty member's life insurance premium. Tuition remission for spouse and dependent children, and free admission to authorized University functions also continue for the duration of the sabbatical leave, as do any other fringe benefits agreed upon in writing prior to the beginning of the leave.
11. A written report of the sabbatical activities must be submitted within six months of completion of the leave to the Faculty Development Committee and to the Academic Affairs Office. The copy submitted to the Academic Affairs Office will be placed in the faculty member's permanent file. The copy submitted to the Faculty Development Committee will be kept in the Instructional Media Center for two years after which they will be given to the faculty archivist for storage in the appropriate manner.

